

FIG. 1A

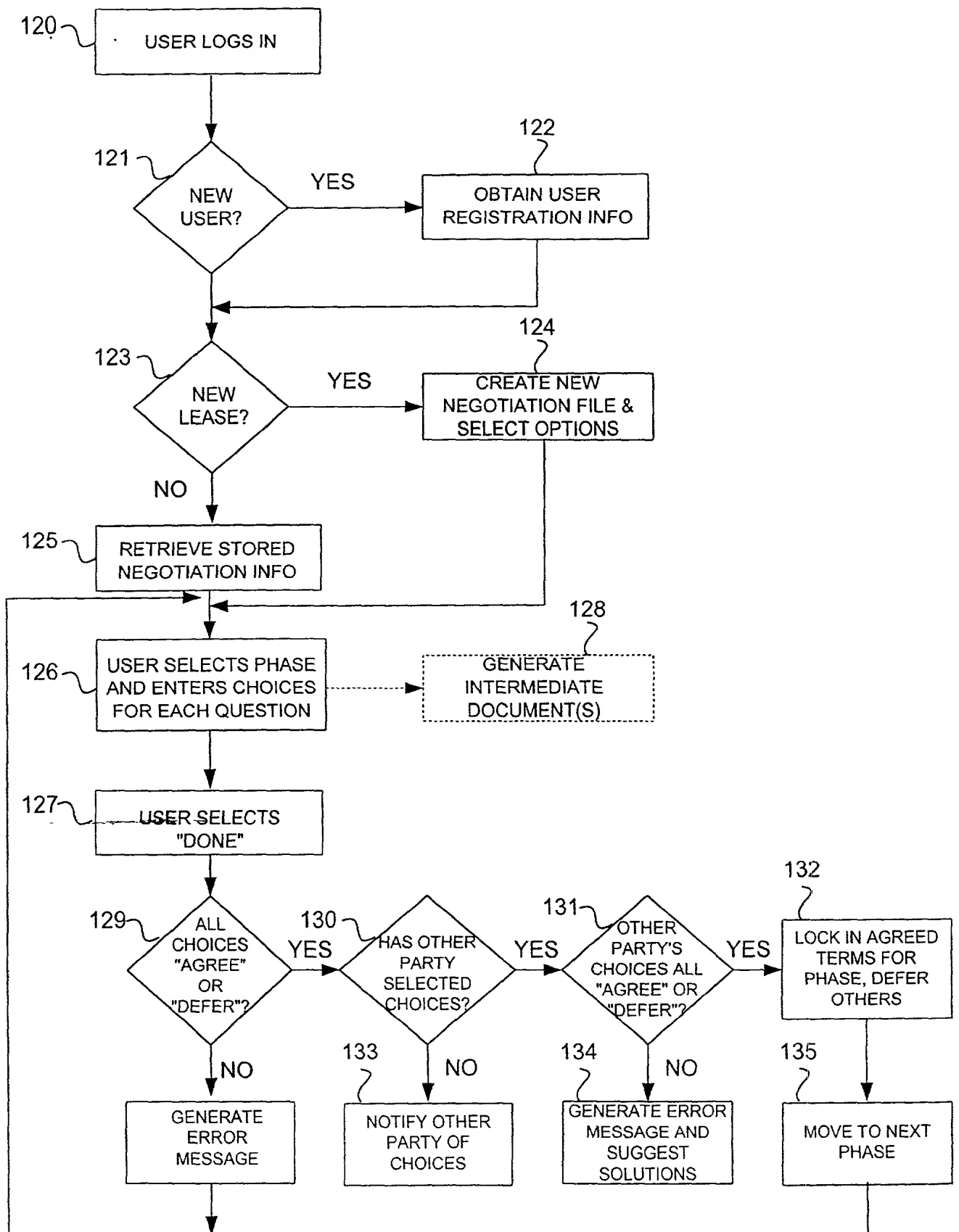


FIG. 1B

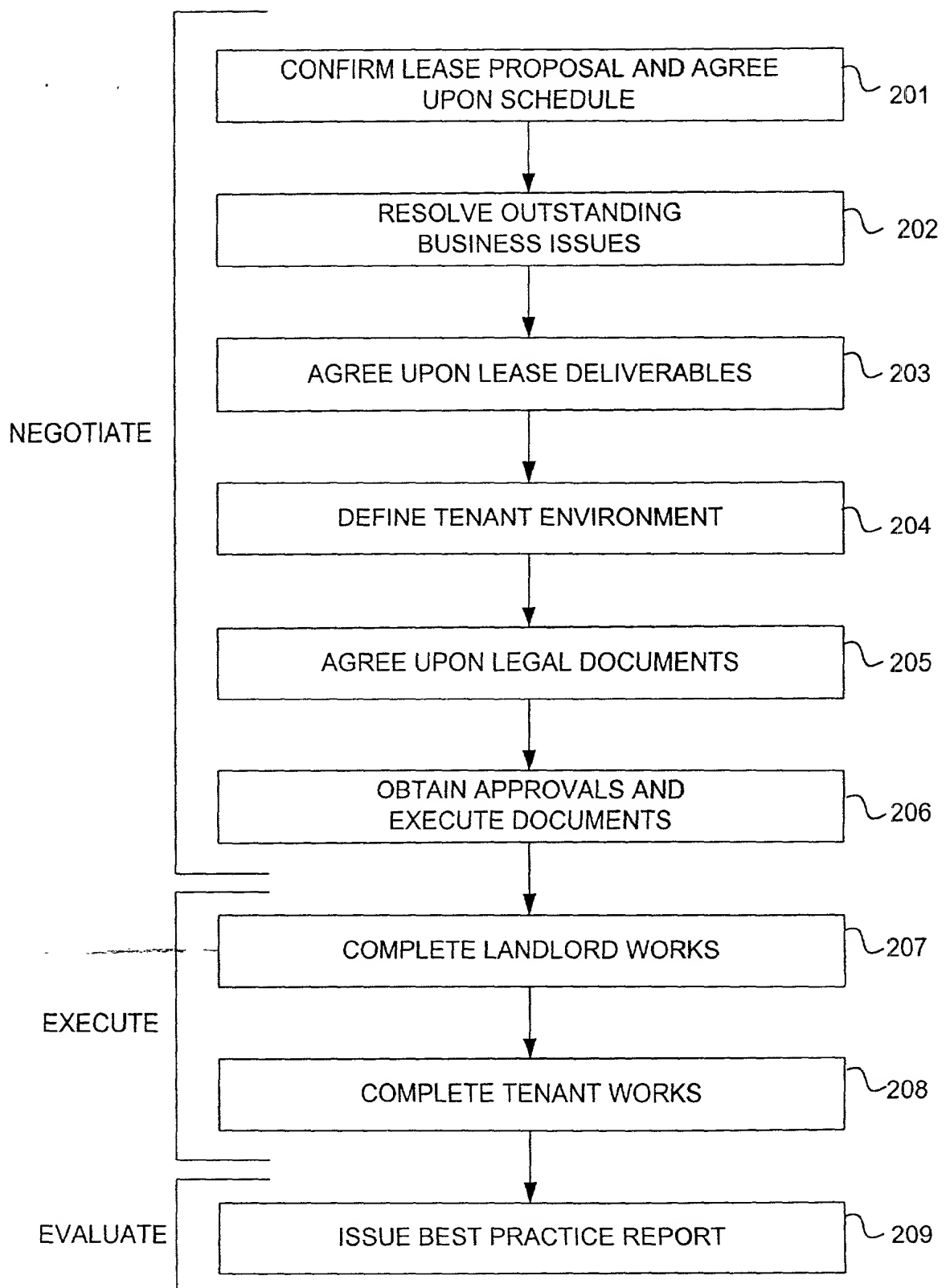


FIG. 2

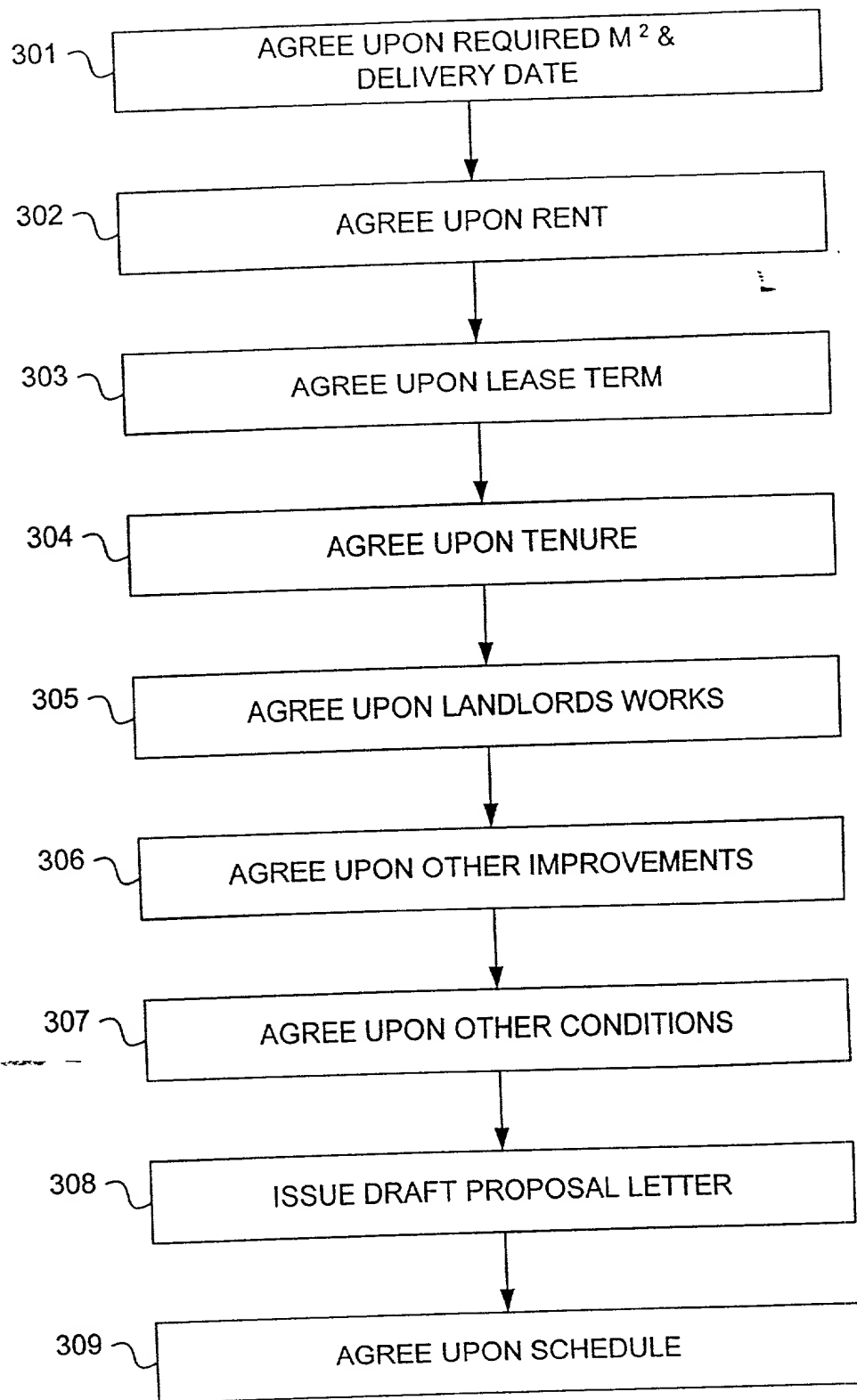
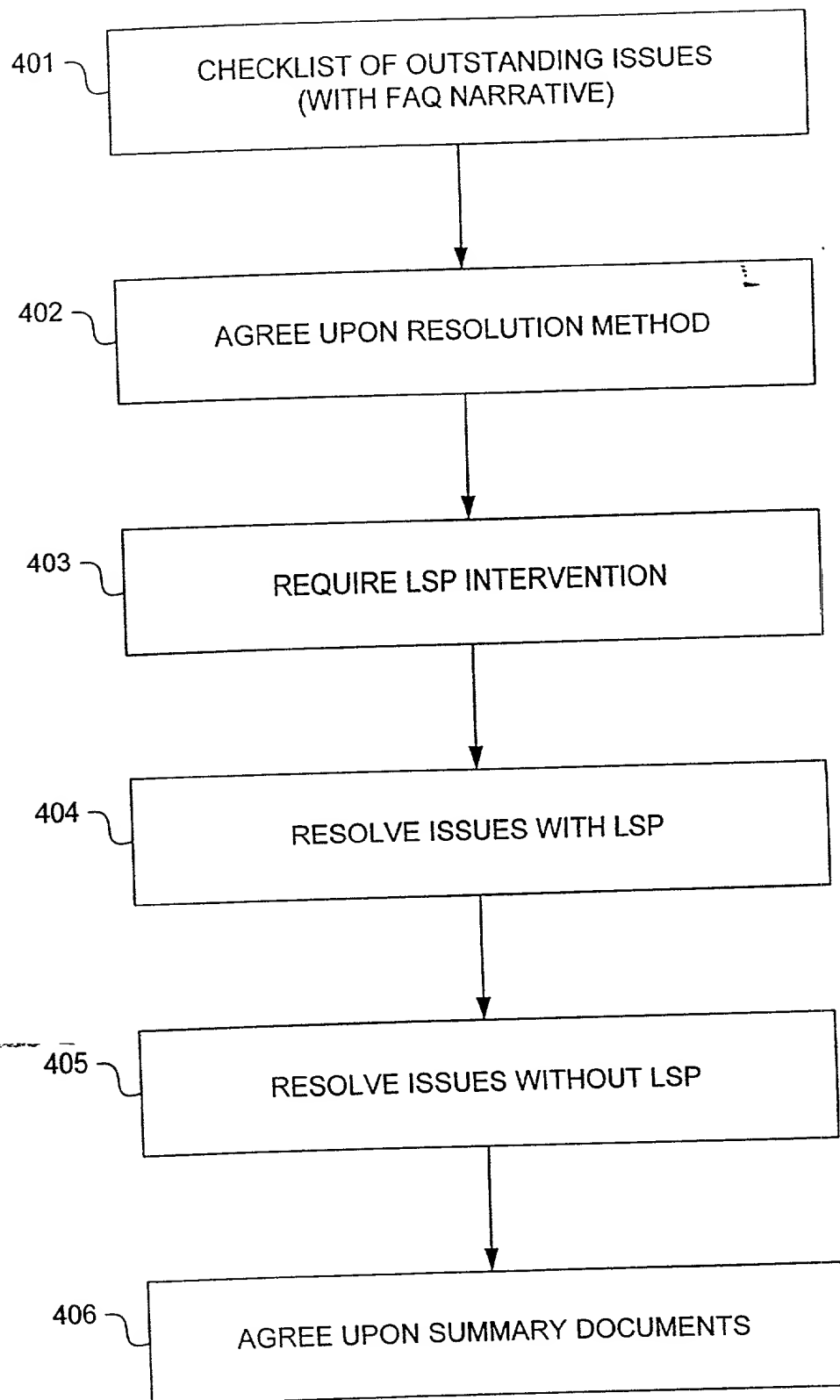
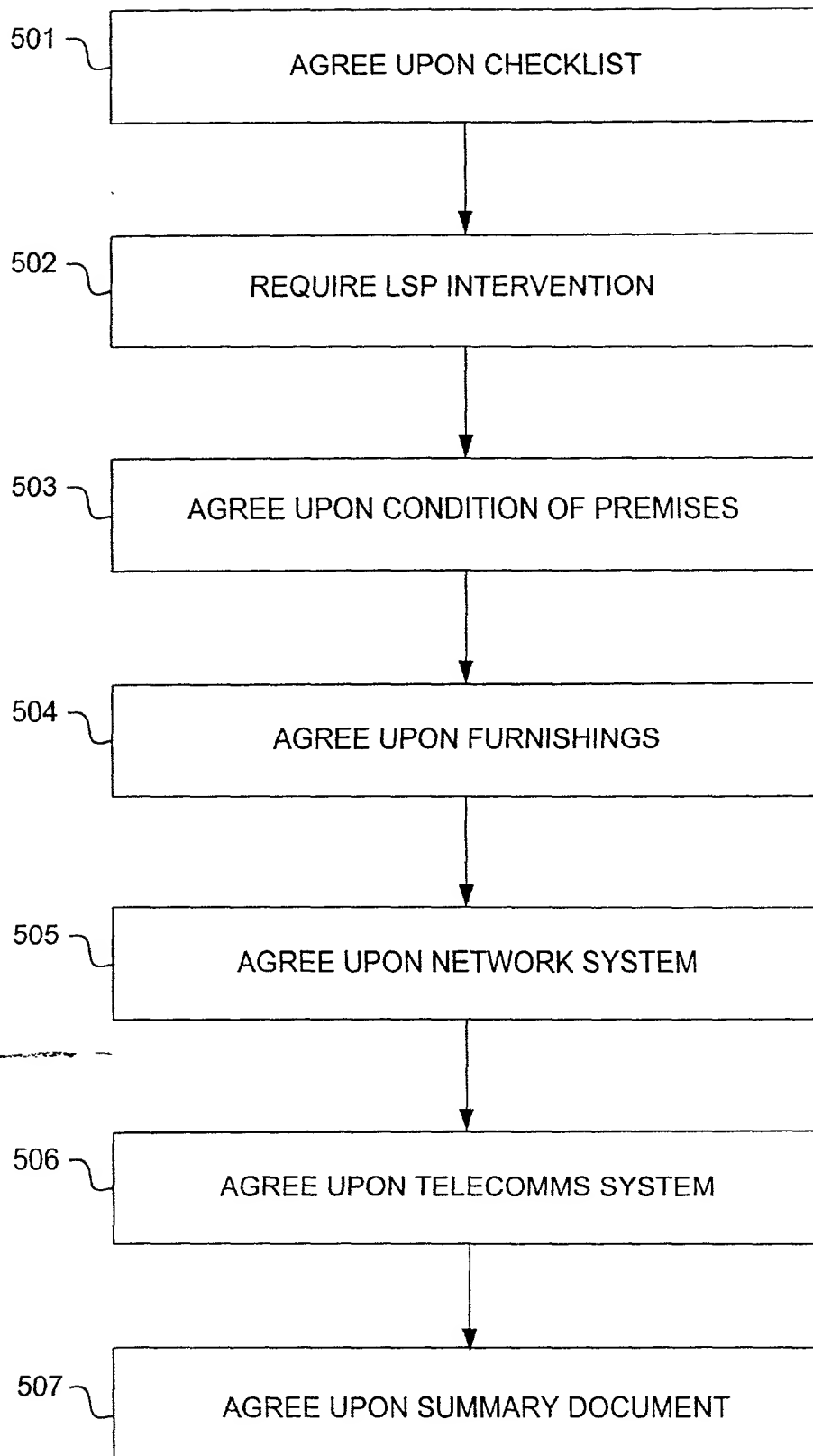


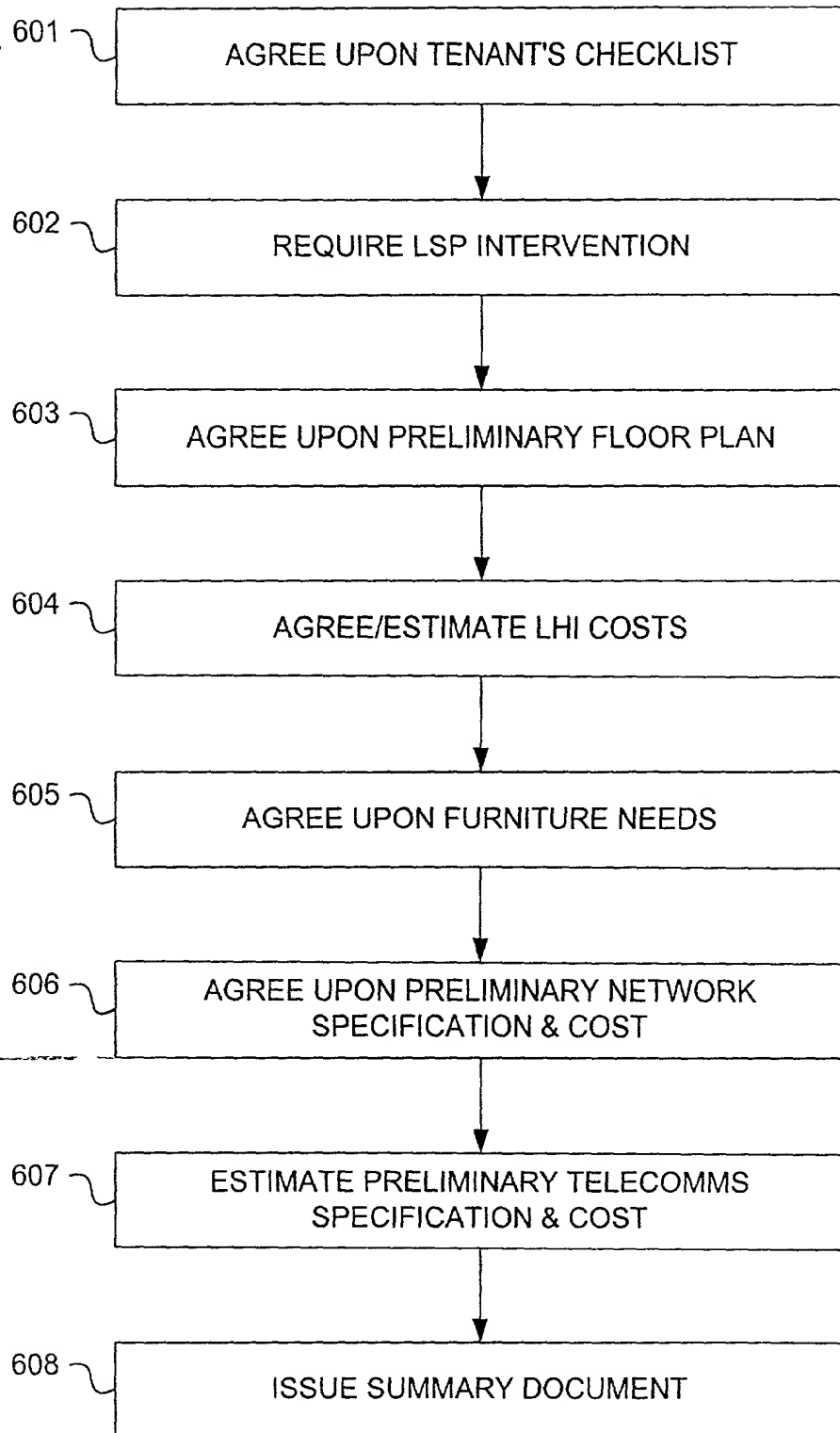
FIG. 3



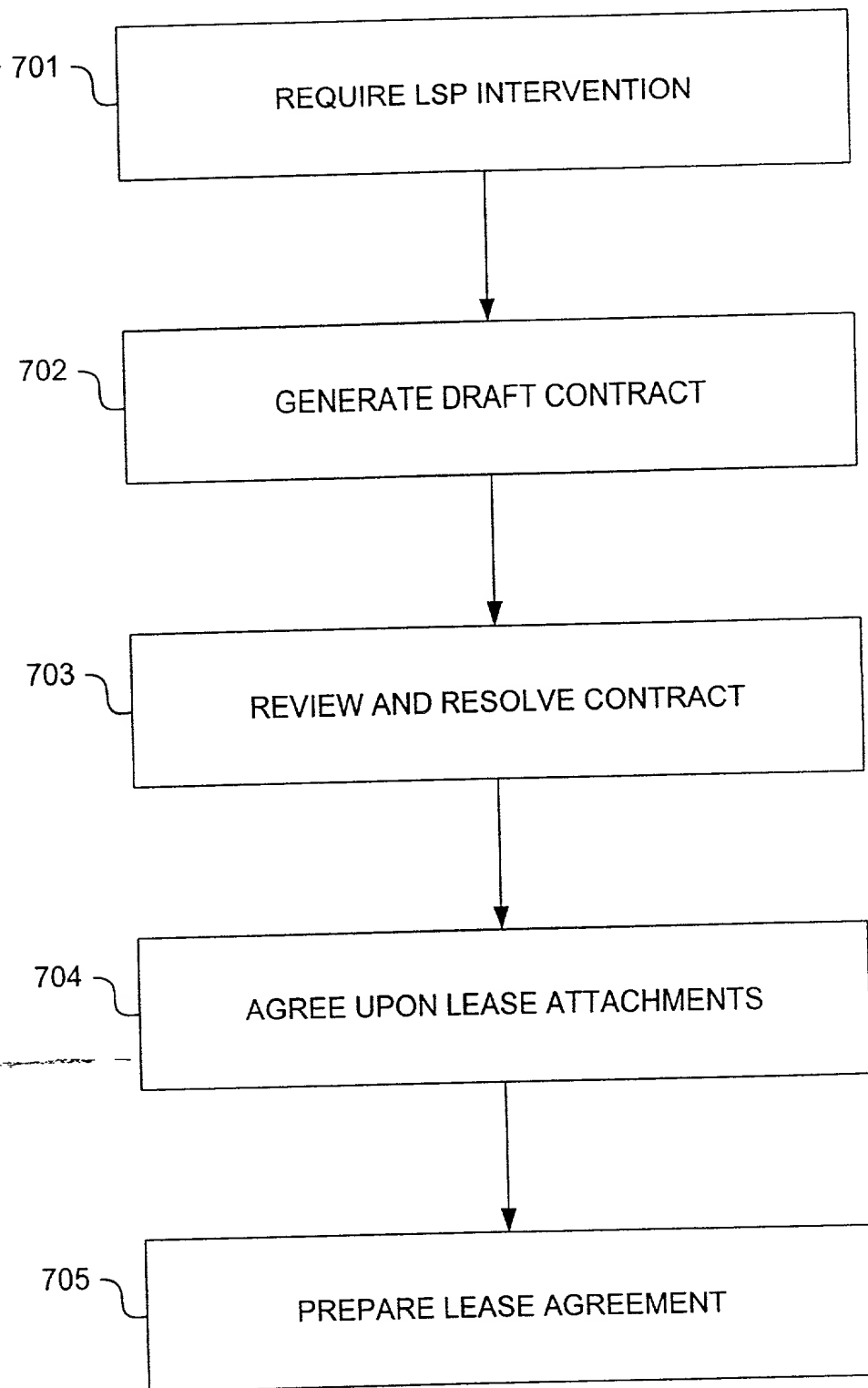
**FIG. 4**



**FIG. 5**

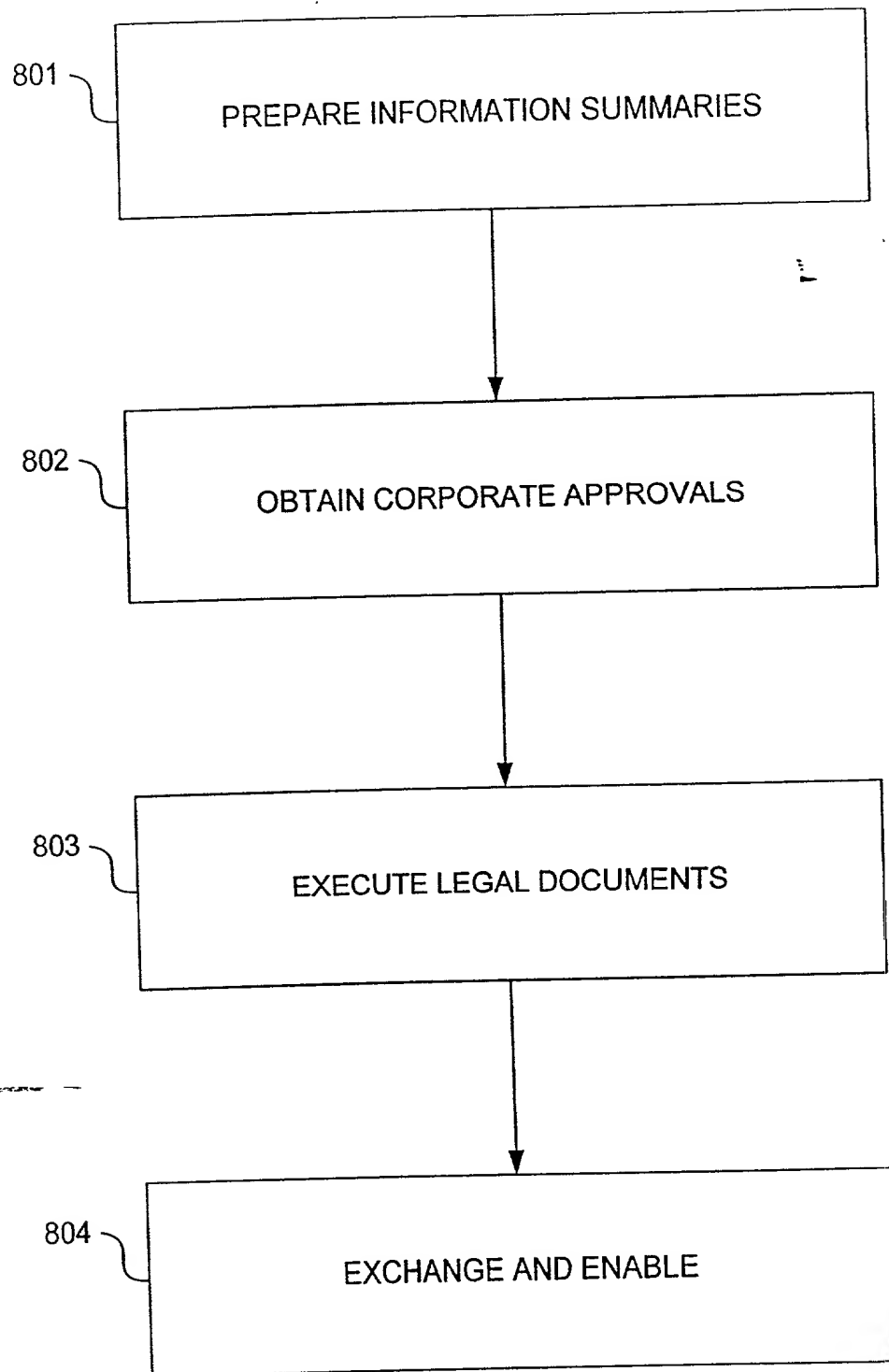


**FIG. 6**

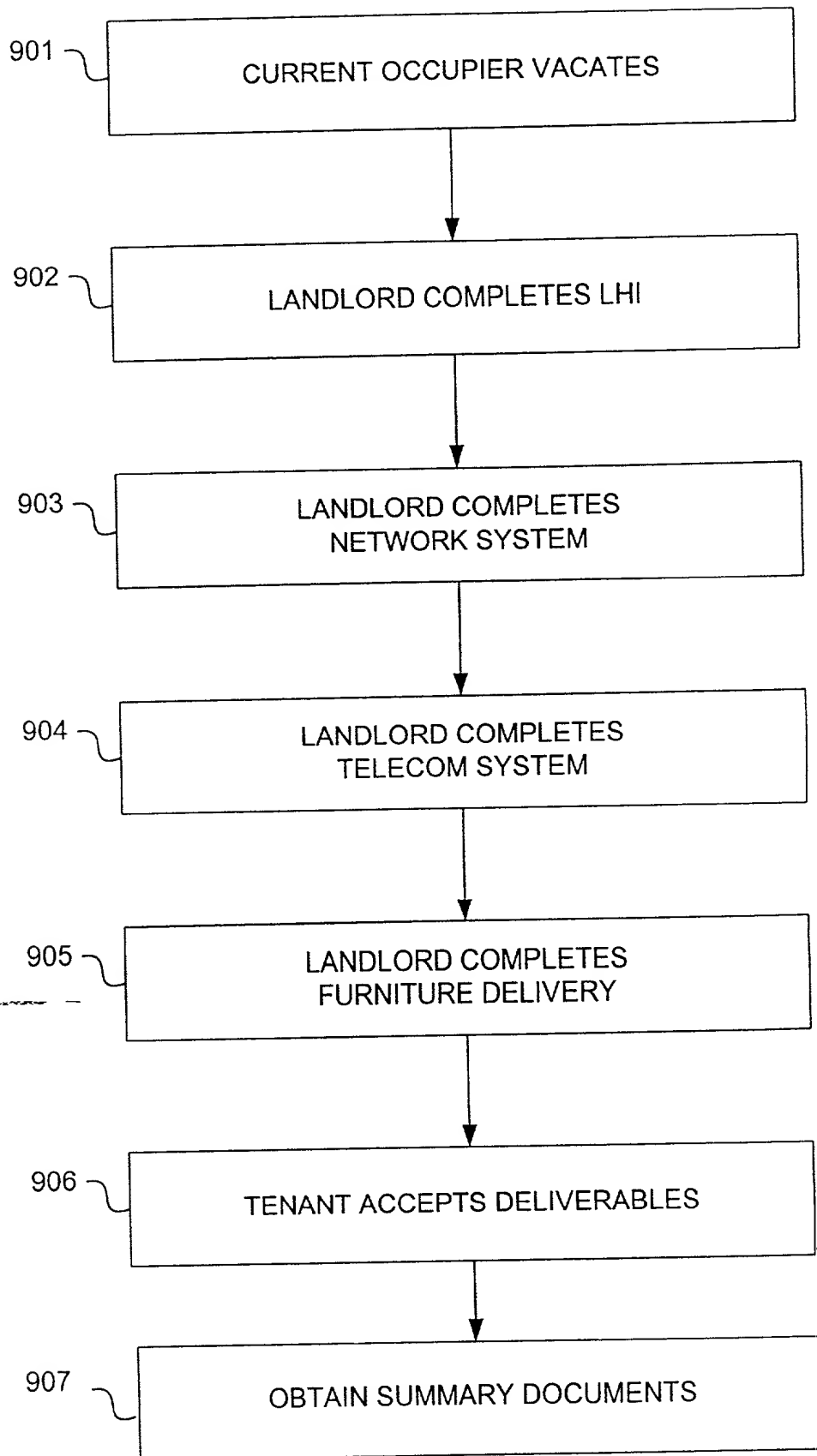


**FIG. 7**

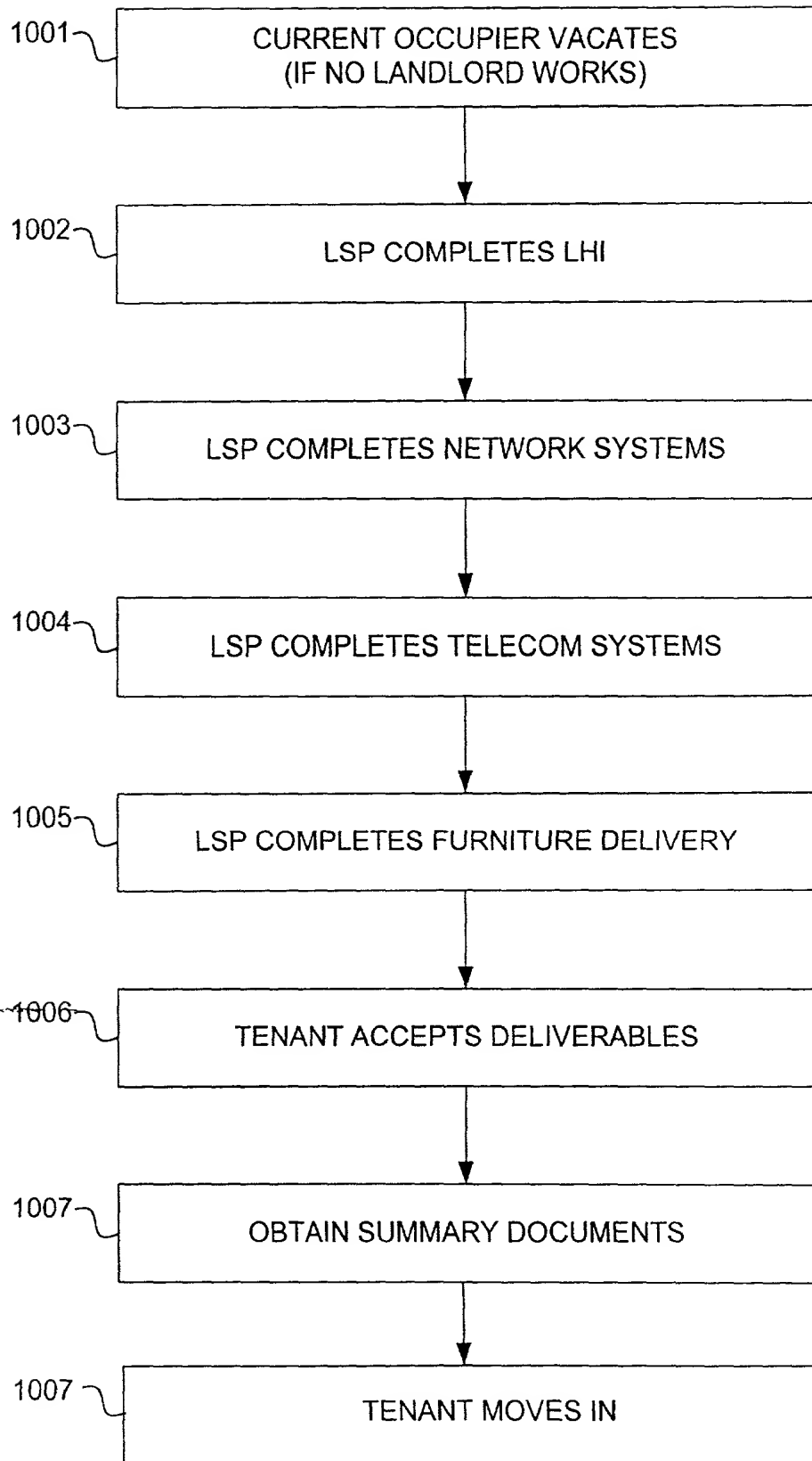




**FIG. 8**



**FIG. 9**



**FIG. 10**

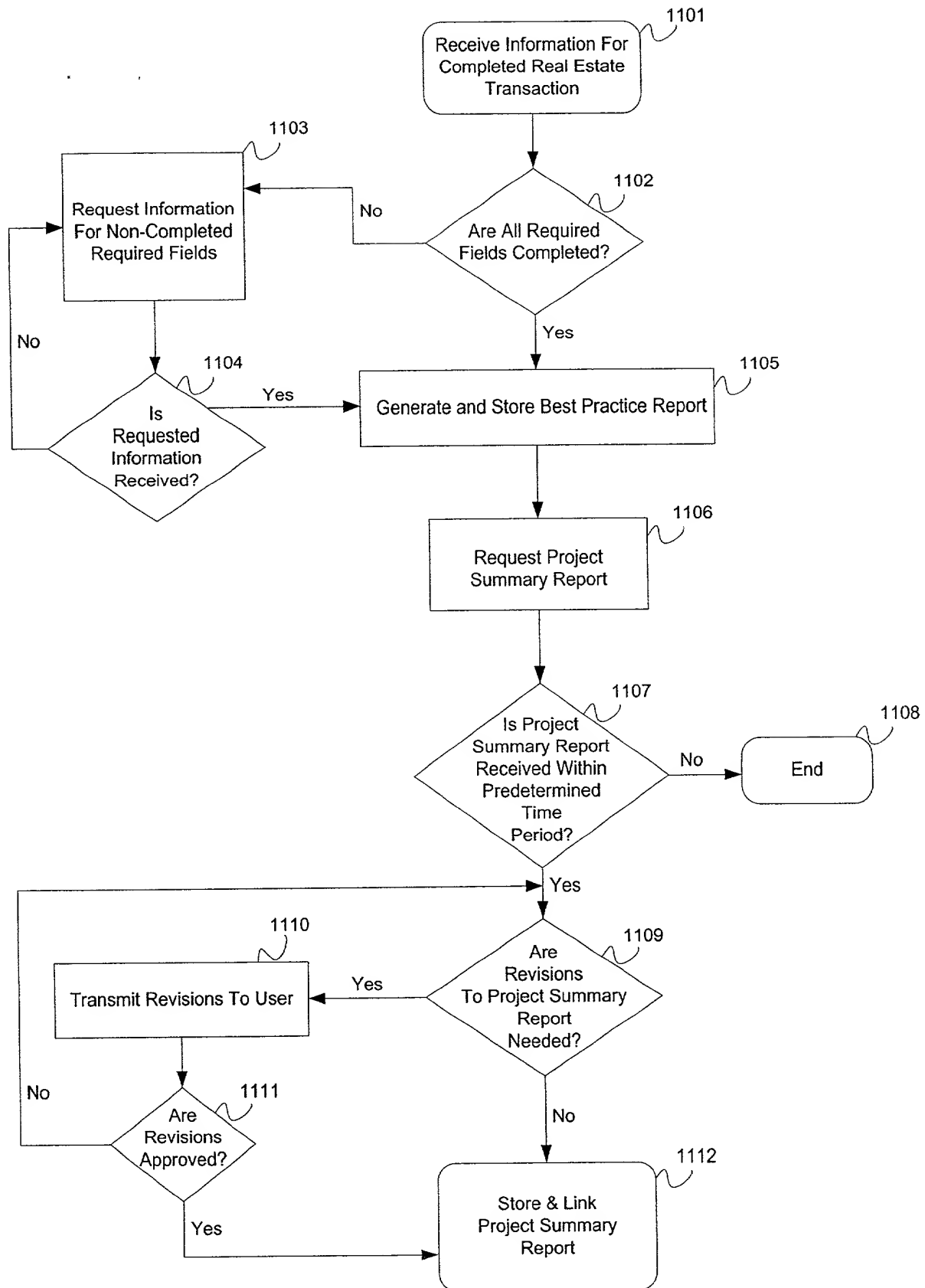


FIG. 11A

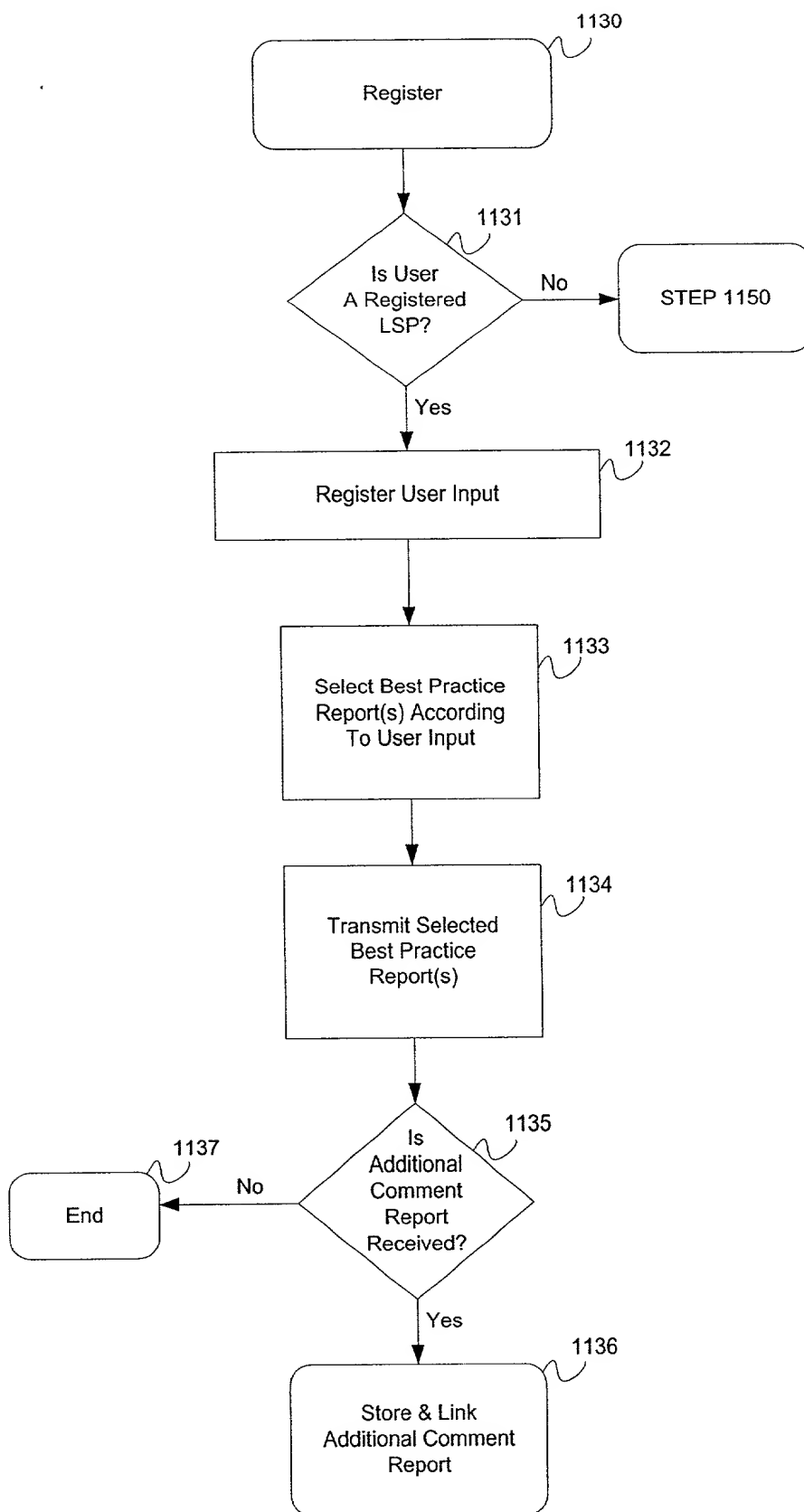


FIG. 11B

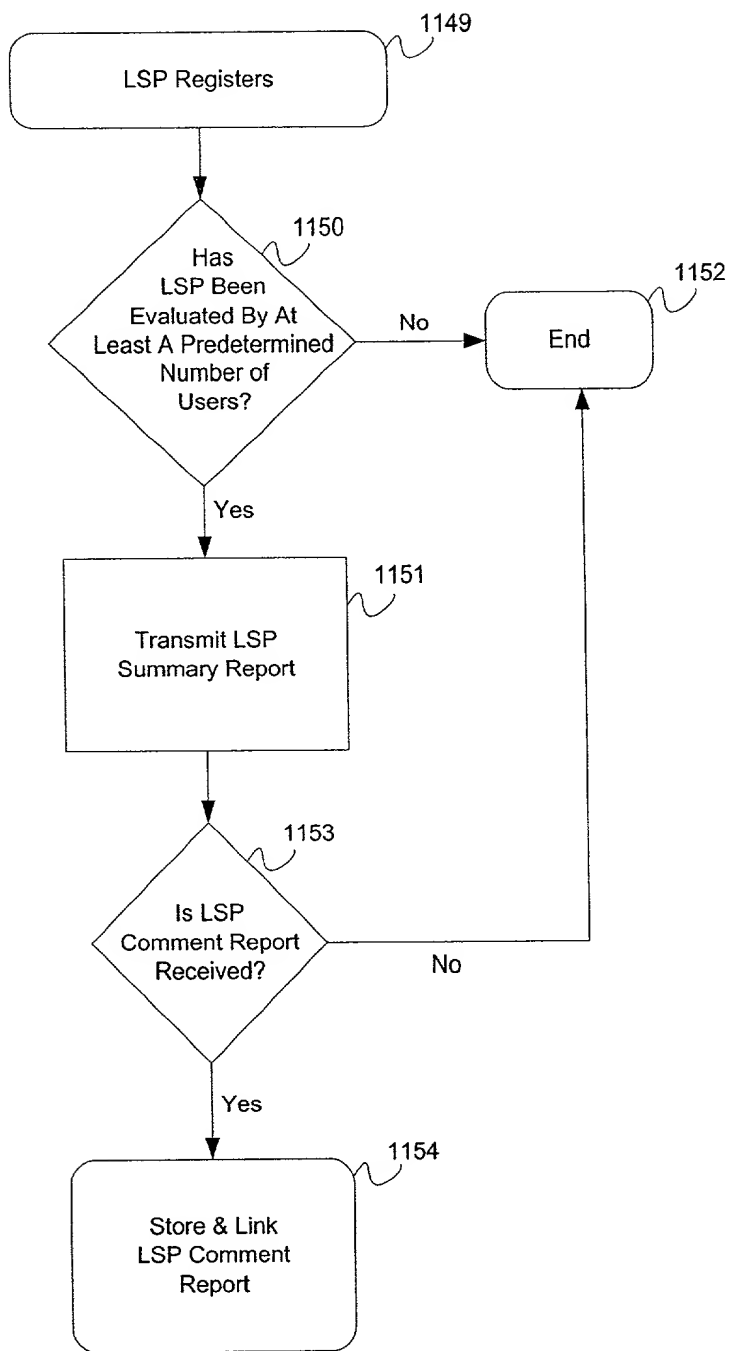


FIG. 11C

FIG. 12

Enter Project Number

GO

- ▶ Instructions
- ▶ I. Confirm Lease Proposal & Agree Schedule
- ▶ II. Resolve Outstanding Business Issues
- ▶ III. Agree Lease Deliverables
- ▶ IV. Define Tenant Environment
- ▶ V. Finalize Legal Documents
- ▶ VI. Obtain Approvals and Execute Documents
- ▶ VII. Complete Landlord Works
- ▶ VIII. Complete Tenant Works
- ▶ IX. Issue Best Practice Report

1201

1202

FIG. 12

FIG. 13

PHASE I: CONFIRM LEASE PROPOSAL AND AGREE SCHEDULE			
LEASE PROVISION	TENANT	VALUE	LANDLORD
1. Required space Help	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	5000 FT <sup>2</sup> (1538 M <sup>2</sup> ) COMMENTS: <div></div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>
2. Delivery date Help	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	JUNE 1, 2000 COMMENTS: <div></div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>
3. Rent per month Help	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>Details</u>	\$8,000 (E 7,940) COMMENTS: TENANT: CAN'T PAY MORE THAN \$7,500	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>Details</u>
4. Term of lease Help	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	3 YEARS COMMENTS: LANDLORD: OPTION TO EXTEND 1 YEAR AT SAME RENT	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>
<div>VIEW LEASE PROPOSAL</div> <div>DONE</div> <div>NEXT SCREEN</div>			



FIG. 14

# DETAILS: LANDLORD'S WORKS (PHASE I)

DECISION	TENANT	VALUE	LANDLORD
1. Deliver on "turnkey" basis?	<input type="radio"/> AGREE <input type="radio"/> DEFER		<input type="radio"/> AGREE <input type="radio"/> DEFER
2. Deliver in "as-is" condition?	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	1406	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
3. Agreed definition of landlord's works	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	<div>LANDLORD TO PROVIDE CABLE TV ACCESS</div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
4. Agreed landlord & tenant contribution to works?	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER	1407	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER
VIEW LEASE PROPOSAL			
DONE			
COMMENT			

1401

1402

1403

1404

## PHASE II: RESOLVE OUTSTANDING BUSINESS ISSUES

ISSUE	TENANT	VALUE	LANDLORD
3. Rent per month	1505		
A. Resolve in user forum?	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE	<input type="checkbox"/> 1508	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE
B. Resolve using local service provider?	<input checked="" type="radio"/> SUGGEST BROKER <input type="radio"/> SUGGEST APPRAISER	1506 <input checked="" type="checkbox"/> TENANT: Research average rents in area	<input checked="" type="radio"/> SUGGEST BROKER <input type="radio"/> SUGGEST APPRAISER
C. Resolve using mediation?	1507 <input type="radio"/> Suggest mediator	<input type="checkbox"/>	<input type="radio"/> Suggest mediator
		<input type="text"/> Comment	<input type="text"/> DONE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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1. *U. luteoventris* (L.)

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7. ANALYST'S SIGNATURE AND DATE

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**Next**

FIG. 16

# Preview

## Lease Proposal

TO: Robert Andrews

FROM: Joe Smith

RE: KPMG Boston

DATE: 6/16/2000

Dear Robert Andrews

The following is a proposal for the lease or sublease of offices of [insert name of landlord or current tenant] by [Company Name] at Leatherhead, England

**Premises:** circa 1000 m2 [compute sq. ft.] of rentable space on the 850 floor- of the xxxx building located at [insert address]. Space to be measured based on [current measurement of space or prevailing market practices].

**Lease Term:** [insert number of years or months]

**Rent:** \$400 per m2

**Lease Start:** [insert date for commencement of the lease]

**Rent Start:** [insert date for start of rent if after Lease Start]

**Rent Increase:** [insert CPI/indexation if any or other rent increase]

**Landlord's Work:** [insert condition in which landlord is to deliver the office premises if the landlord is responsible to make any alternations, linking if required to a separate document that describes the works, and whether the cost is paid by the landlord, paid by the tenant, or shared between the parties]

**Other Improvements:** [insert other improvements provided by landlord in the premises including furniture, network systems or telecommunications systems, , linking if required to a separate document with a more detailed description or inventory of improvements]

**Break Option:** [insert any options granted to tenant to terminate the lease before the end of the lease term including the effective date of break, required advance notice, and payment of penalties (if any) to landlord]

**Renewal Option:** [insert any options granted to tenant to renew the office premises including the number of lease terms, the advance notice, and method for calculation of rent increase].

**Expansion Option:** [insert any options granted to tenant to lease additional office space in

FIG. 17A

the building or buildings in which the offices are located, including any rights of refusal to lease additional space].

**Charges:** [insert rent cost per m<sup>2</sup> in local currency and convert to \$ per sq. ft. of any operating expenses to be paid by tenant for use of office space]

**Parking:** [insert the number of parking spaces to be rented and the annual cost per space in local currency and convert to \$ per sq. ft.]

**Termination:** [insert the condition in which the tenant must leave the premises upon termination of the lease, choosing among a) return the premises to the landlord in good condition, reasonable wear and tear excepted, b) return the premises to the landlord in its original condition with no allowance for reasonable wear, or c) other condition to be mutually agreed.]

This proposal is subject to the approval of [insert company name of tenant] corporate management. **Under no circumstances shall this proposal constitute a binding legal commitment on behalf of [insert company name of tenant] to lease the above premises.**

Please confirm in writing that the above proposed terms and conditions are acceptable.  
Thank you.

Best regards,

Joe Smith

Done

FIG. 17B

**Global Lease Link  
Project Number xxxx  
Preliminary Project Schedule**

I.	Confirm Lease Proposal & Agree Schedule	23 Jun 2000
II.	Resolve Outstanding Business Issues	30 Jun 2000
III.	Agree Lease Deliverables	01 Jul 2000
IV.	Define Tenant Environment	07 Jul 2000
V.	Finalize Legal Documents	10 Jul 2000
VI.	Obtain Approvals and Execute Documents	15 Jul 2000
VII.	Complete Landlord Works	15 Aug 2000
VIII.	Complete Tenant Works	30 Sep 2000
IX.	Issue Best Practice Report	07 Oct 2000

FIG. 18

**Local Service Provider- Architect/Interior Designer**

**Request for Proposals**

**Scope of Services**

**Phase I: Space Programming and Adjacencies**

XXX has prepared a one-page program summary. Architect will meet XXX to review this document and discuss adjacencies. Maximum cost not to exceed LC xxxxx

**Phase II: Preliminary Plan and Building Survey**

Architect will visit two buildings and receive preliminary CAD space plans for each. Architect will prepare "block plans" for XXX's review. Based upon XXX's feedback and comments, Architect will revise plans and make a preliminary fit of furniture using generic templates that approximate current and required furniture. Architect will review building systems and other base building specifications and, based upon XXX's needs, advise if any problems are anticipated.

**Phase III: Preliminary Specification and Cost**

Based on an agreed preliminary plan, Architect will prepare a 2 to 3 page summary of required works including partitions, carpeting, ceiling, electrical distribution and lighting requirements, and air-conditioning/ventilation needs (normal except for server room), along with preliminary quantities and cost. Architect will estimate the time to complete these works. Architect will not specify server or telephone systems.

**Phase IV: Review of Landlord Proposal and Cost Estimates**

Architect will meet with landlord to review their response to specifications and will prepare an estimated cost for work not included in landlord's "building standard" fitout.

**Phase V: Preparation of Lease Documents**

Architect will prepare detailed plans of works to be completed by landlord including partition, ceiling/lighting, electrical, and ventilation plans along with quantity measurements. Architect will provide a written specification of landlord's work including interior finishes. Architect will prepare a furniture plan based upon an inventory to be provided by XXX. Assume that all requirements for furniture shall be competitively bid to local vendors, and that Architect shall not accept compensation from any furniture vendors.

**Phase VI: Project Monitoring and Coordination**

Landlord will be responsible for a turnkey delivery of XXX's fitout requirements. Architect will inspect progress of works and report any difficulties. Architect will also coordinate schedule for delivery and installation of XXX's furniture, data cabling, telecomm, and security systems.

**Phase VII: Handover of Premises**

Prior to occupancy, Architect will accompany XXX on a final inspection of premises to accept the landlord works and/or agree on a defects list.

F16.19A

### **Phase VIII: Relocation Management**

Architect will coordinate all aspects of the move into the new premises including moving schedules, and relocation (if any) of furniture, telephone and server systems. Architect will indicate if they do not provide this service.

FIG-19B



TRANSACTION QUESTIONNAIRE	
2001	TRANSACTION TYPE LEASE <input type="checkbox"/> <input checked="" type="checkbox"/>
2002	PROPERTY TYPE OFFICE SPACE <input checked="" type="checkbox"/>
2003	COUNTRY USA <input type="checkbox"/> <input checked="" type="checkbox"/>
2004	CITY NEW YORK
2005	TRANSACTION SIZE 20,000 <sup>SQ/FT</sup>
2006	TRANSACTION PARTNER PARTY 2
2007	DATE TRANSACTION BEGAN JAN 1999
2008	DATE OF DOCUMENTATION MAR 1999
2009	DATE OF DELIVERY AUG 1999
2010	PRIMARY PARTNER MR. X
2011	PARTNER CONTACT TELEPHONE
2012	PARTNER TYPE TENANT <input checked="" type="checkbox"/>
2012 CONTINUE	

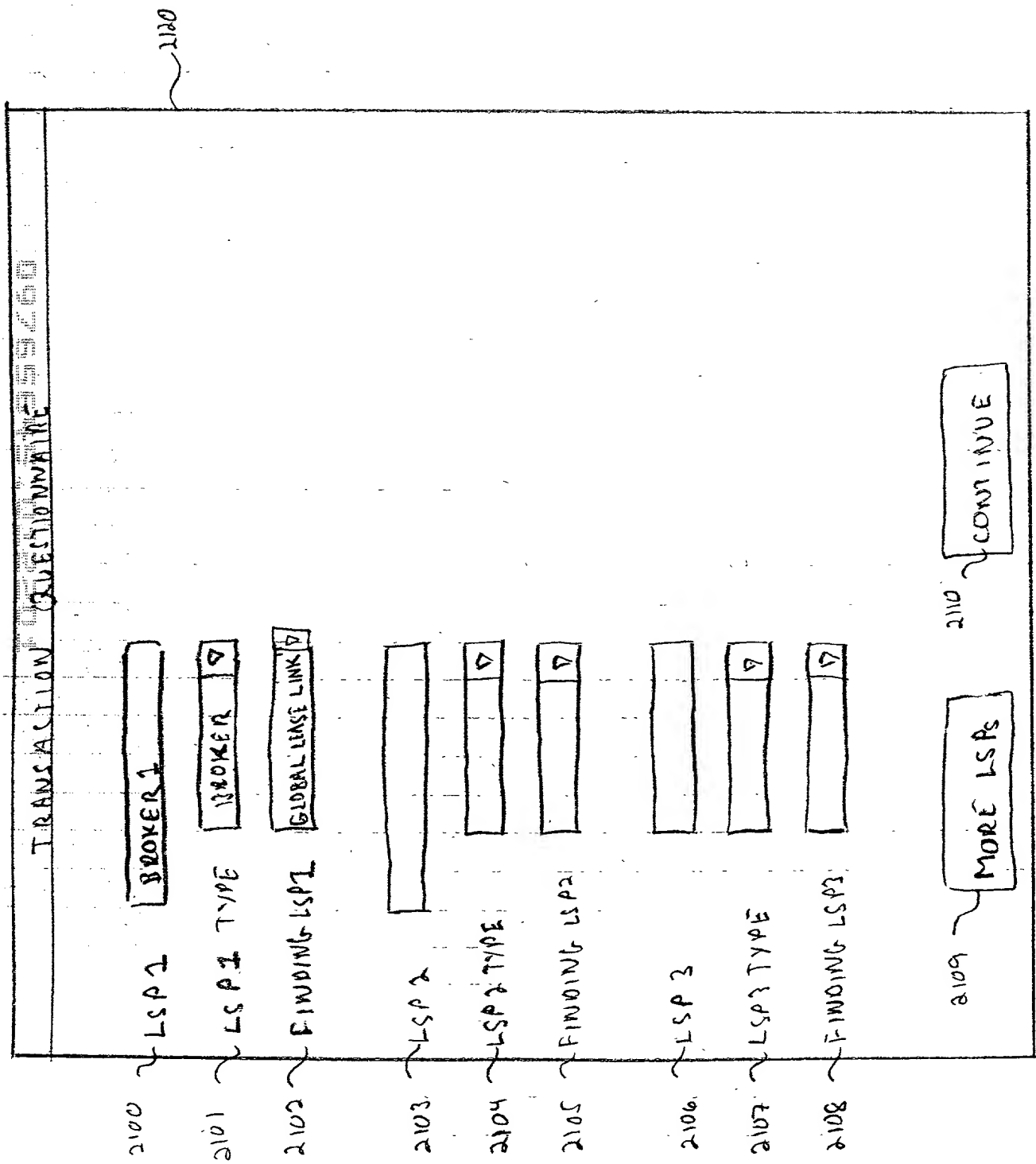


FIG. 21

— 2220

TRANSACTIONAL QUESTIONS

2201 MARKET CHALLENGE

Office space needed to be leased ASAP.

2202 LOCAL CHALLENGE

Not familiar with brokers in NY.

2203 Was Global Lease Link utilized to overcome challenges? ☒ YES ☐ NO

2204 Was Global Lease Link successful in reducing the time and cost of completing the transaction? ☒ YES ☐ NO

2205 Comments

Broker 2 was found using Global Lease Link.

2206 FINISH

FIG. 22

2301

NAME OF LSPI

LSPI

QUEST TO UNWARRERE

BOOKER

2302

How did you locate LSPI?

GLOBAL CASE LINK INDEX

2303

Level of expertise of LSPI?

REASONABLE LEVEL OF PROFESSIONAL EXPERTISE

2304

Level of responsiveness to your needs?

REASONABLY RESPONSIVE TO USER NEEDS

2305

Availability of LSPI?

REASONABLE LEVEL OF AVAILABILITY

2306

Effectiveness of solutions provided by LSPI?

REASONABLY EFFECTIVE SOLUTIONS

2307

Overall Rating of LSPI?

FULLY SATISFACTORY SERVICES PROVIDED

2308

COMMENTS

2309

FINISH

FIG. 23

### Transaction Best Practice Report

**Listing ID:** 1234  
**Property Type:** Office  
**Transaction Type:** Lease  
**Country:** USA  
**City:** New York  
**Transaction Size:** 20,000 sq. ft.  
**Transaction Partner Type:** Non- Corporate End User Landlord  
**Transaction Partner Name:** Party2  
**Date Transaction Began** JAN 1999  
**Date of Documentation:** MAR 1999  
**Date of Delivery:** AUG 1999  
**Local Service Provider Type:** Agent/Broker  
**Local Service Provider Name:** Broker 1  
**Finding LSP1:** Global Lease Link Index  
**Finding LSP2:** None  
**Finding LSP3, etc.:** None  
**Primary Partner:** Mr. X  
**Partner Contact:** Telephone  
**Market Challenge** Office space needed ASAP  
**Local Users Challenge** Not familiar with brokers in NY

**Global Lease Link** YES  
**Global Office Link** Not Applicable

**Summary of Process:** Process was generally satisfactory

**Comments:** Landlord was responsive to user's need to agree to lease terms within a short period of time and complete required landlord works without delay. Lease terms were agreed within four weeks, which was a comparatively rapid timeframe for a transaction of this size. Difficulties were encountered with finding adequate parking and securing expansion rights for the future. Landlord had some flexibility to find solutions.

### Local Service Provider Best Practice Report

<b>Listing ID:</b>	1234
<b>Property Type:</b>	Office
<b>Transaction Type:</b>	Lease
<b>Country:</b>	USA
<b>City:</b>	New York
<b>Transaction Size:</b>	20,000 sq. ft.
<b>Date Transaction Began</b>	JAN 1999
<b>Date of Documentation:</b>	MAR 1999
<b>Date of Delivery:</b>	AUG 1999
<b>Local Service Providers</b>	Agent/Broker
<b>Evaluation of LSP 1</b>	Agent/Broker
<b>Name of Service Provider</b>	Broker1
<b>How did you locate LSP?</b>	Global Lease Link Index
<b>Professional Expertise?</b>	Reasonable level of professional expertise
<b>Responsive to User Needs?</b>	Reasonably responsive to user needs
<b>Available to Contact?</b>	Reasonable level of availability
<b>Provide Effective Solutions?</b>	: Reasonably effective solutions
<b>Overall Rating of LSP?</b>	Fully satisfactory services provided
<b>Comments:</b>	Agent provided a suitable solution in a difficult market, and participated in all meetings with the landlord. Agent acted as an effective liaison between the landlord and the end user's local management.

FIG 24B